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Library Trustee Minutes 12/11/12

Meeting of the Board of Library Trustees
Tuesday, December 11, 2012

Call To Order

Chairman Katherine Fennelly called the meeting to order at 7:15. In attendance were trustees Diane Gordon, Joyce Radochia, Frank Murphy, and Barbara Muldoon. Present via conference call was Heather Calvin. Also attending was Town Manager Adam Chapdelaine, library director Ryan Livergood and assistant director Andrea Nicolay.

Town Manager Adam Chapdelaine

The board welcomed Town Manager Adam Chapdelaine for a budget discussion. First item discussed: Sunday by the numbers. Mr. Chapdelaine asked for greater detail about Sunday funding. The board expressed that funding Sunday hours through private fundraising was likely not sustainable. The board explained that we currently have enough funds through private fundraising to fund Sundays through January, and enough from past fundraising efforts to take us through September 2013. Historically, Sundays began being funded by grants, and when the grant money disappeared the Library closed on Sunday, leading to public outcry and subsequent Sunday fundraising efforts. Mr. Chapdelaine acknowledged the popularity of Sundays, and went on to cite the deficit and competing priorities in the town. Mr. Chapdelaine asked the board what amount could reasonably be sustainably privately raised in a year to fund Sundays, and indicated he was open to discussing creative, hybrid option of funding Sundays through a combination of both public funds and funds raised privately. If the Town were able to set a ceiling, the library would have less to raise and Town risk would be limited. Mr. Chapdelaine suggested that targeted investments in the library budget are preferable to the Town fully funding Sunday service. Electronic content was discussed next. The issue of personnel was raised; Ms. Fennelly pointed out that the complex services offered requires higher levels of staffing. Mr. Chapdelaine considers staffing decisions to be very tough due to associated (prohibitive) costs. He also cited staffing throughout the Town of Arlington has been reduced across multiple departments at similar and even greater levels. For example, DPW staffing has gone down 30% in recent past. The board inquired about emergency funds, and Mr. Chapdelaine noted there is a reserve fund, and at the end of every year other departments can ask for reserve funds. The national budget's impact on state budgets was then discussed, and it was acknowledged that the state budget for FY14 might be in question as late as June 2013. The board inquired about property revenues, and Mr. Chapdelaine confirmed that assessments went up, that Arlington has tremendous property value. However, the state looks at property value and not growth ability when determining aid. The next Trustee appointment is not yet official, but Mr. Chapdelaine will be making his recommendation to the Board of Selectmen in the immediate future. Mr. Livergood will meet with Mr. Chapdelaine and Deputy Town Manager Andrew Flanagan the following week to further discuss the FY14 library budget and the options for funding Sunday library hours.

Approval of Minutes

The trustees reviewed the minutes from the November 13 meeting and approved them. (Barbara Muldoon/Diane Gordon)

Communications

A letter from attorney John Worden indicates this is not the final distribution of the gift from the Barry Estate; we are set to receive more beyond the \$500K. The total amount is, as yet, unknown.

Community Time

No members of the community were present.

Director's Report

The board noted that the last page of the director's report includes circulation for eContent revealing a network-wide decrease.

The reason for the decrease is unknown, but Mr. Livergood suspects that the decrease is related to the minimal content made available by the publishers. The VHS deacquisition protocol was reviewed. Everyone agreed that Yvonne Coleman was a great hire for the Friday Fox Librarian. She is very respected in MLN.

FY 14 Budget Update

Mr. Livergood is meeting with Adam Chapdelaine and Andrew Flanagan on December 18 to discuss the budget.

Fundraising

Material solicitation has been slow. So far about \$2800 has been raised. Previous donors are on the list. No new names were added this year. Note: trustees owe Friends for the postage. Donations should pick up between now and end of the year (\$18-\$28K is usually raised). Ms. Fennelly suggests rethinking the list.

Trustee Vacancy Update

Ms. Fennelly invited Adam Delmolino to this meeting but he couldn't make it; he will attend in January.

Community Education Request

Arlington Community Education would like us to co-sponsor four events with them this spring. The co-sponsorship request was approved for the four events in the spring. (Joyce Radochia/Barbara Muldoon)

MBLC Update

Frank Murphy and Ryan Livergood invited Sean Garballey and Ken Donnelly to Robbins. Mr. Murphy stressed the importance of working with legislators this year. State aid to public libraries and electronic content are key focus areas, as is the potential impact of Internet sales tax for MA.

Foundation Update

Ms. Fennelly finished the IRS forms, they're ready to go. Richard Duffy will be on the Foundation board.

Unanticipated Items

A pen and ink drawing of Robbins will be gifted to Mary Hatch, and a box with a color print of Robbins will be gifted to Warren Smith. \$334.69 was approved. (Diane Gordon/Frank Murphy)

Mr. Livergood pointed out that the board hadn't as yet officially voted for Sunday service through May. Motion for Sunday service through Memorial Day weekend was approved. (Diane Gordon/Frank Murphy)

Date of next meeting

Tuesday, January 8, 2013.

Adjournment

8:47 p.m.

Documents provided:

- November 2012 meeting minutes
- FY 2014 Library Budget Recommendations
- November Director's Report
- Correspondence and speaker program outline for Community Education "Conversations with David Whitford" series.
- FY 2014 Massachusetts Board of Library Commissioners Legislative Agenda